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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 3 September 1958

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 35, 26 August - 2 September 1958

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1. Mrs. [] discussed with [], Comptroller's Office, the lack of interest by the Operating Divisions in the Budget and Finance Procedures Course. As a result of this conversation, Mr. Saunders called a meeting to discuss this matter with Messrs [], SSA/DDS, [] SA/DDS (Budget) and [] Chief, Finance Division, [] was asked to attend.

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*summary
for DDS*

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The necessity and importance of this type of training was reaffirmed by these gentlemen. It was requested by Mr. Saunders that a check be made of the number of Class B stations to determine the enrollment that could be expected. In addition, it was decided that Mr. [] should call to the attention of the Division Administrative Chiefs and the Career Board the need of this training for employees going to Class B stations. Mr. [] also suggested that Chiefs of Stations and Bases be allowed to audit portions of the subjects covered in Budget and Finance Procedures.

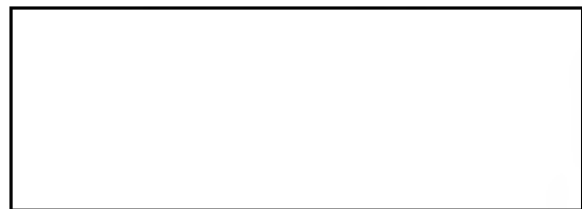
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In answer to the questions regarding the requirements of those personnel unable to meet the schedule of a Budget and Finance Course Mrs. [] suggested that where necessary the tutoring could be accomplished by members of the Operations Support Faculty. Under these circumstances Finance Division tutoring would be discontinued.

2. Budget and Finance Procedures #10 was completed on 29 August.

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Document No. 145 59
NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S (C)
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 14 March 1978 By: []

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 3 September 1958

FROM : OTR Orientation and Briefing Officer

Document No. 146-60NO CHANGE in Class. ☐☐ DECLASSIFIEDSUBJECT: Weekly Activities Report #35
27 August to 2 September 1958

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 14 March 1978 By:

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PREPARATIONS FOR NWC BRIEFING

1. Preparations have been completed for the second annual CIA briefing to be given on 5 September to the 150 students and faculty members of the National War College. Presentations will be given by General Charles Cabell, Mr. Robert Amory, and Mr. Thomas Karamessines.

2. In addition to planning the program and writing General Cabell's speech, much time was spent on the administrative details connected with this program. Mr. have been very helpful in this regard. Also involved in cooperating to make this program successful are the Security Office, Logistics Office, Comptroller's Office, DDCI's Office, and the Park Police. Reserved parking will be available for the six NWC busses, entry to and exit from the R and S Auditorium will be fast and smooth, coffee will be served at the break, and the entire program will be recorded.

PLANNING OF MID-CAREER BRIEFINGS

Programming of the two-day set of CIA briefings to be given on 8 and 9 September to the students of the Mid-Career Course on Foreign Affairs is nearly complete. Changes have been made to strengthen the program in general and to improve DDI coverage in particular. Mr. Kirkpatrick will concentrate on covering the DDP, types of operations, and CIA-State field relationships. Mr. will give a presentation on the DDI.

DEPENDENTS BRIEFING

On 2 September a streamlined Dependents Briefing was conducted for three EE wives going overseas

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Paul's wife had a miscarriage last week, so he was both worried and also distracted

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by baby-minding chores. He did his
job, however. Noella is recovering
again satisfactorily.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 3 September 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 34, 26 August - 2 September 1958

DD 1. Numbers in Clerical Induction Training. During the week of 26 August 1958 there were 98 people in Clerical Induction Training. Of those, 27 entered for the first time.

DD 2. Numbers in Clerical Orientation Training. During the week of 26 August 1958 there were 52 people in Clerical Orientation. Fifty is the maximum number we can handle in the lecture room, and equipment limitations made it necessary for the instructors to divide the total number into three groups for telephone training and into two groups for the correspondence training.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 26 August 1958 were as follows:

	Tested	Qualified
Shorthand	7	1
Typewriting	19	8

4. Additional Title for the DD/C. Three weeks ago a trainee in Clerical Orientation described DD/C as meaning "Deputy Director/Contemplation." Last week the students in the class supplied us with three additional names for this title; namely, Deputy Director/Control, Deputy Director/Correction, and Deputy Director/Cooperation.

25X1 5. Instructor to Attend Cable Refresher. On Wednesday, 3 September, Mrs. [] Chief, Clerical Orientation, will attend a four-hour course given by the Operations School entitled Cable Refresher. Experience in cable writing is not necessary, and it is felt that a background in cable and dispatch writing may be useful to Clerical Training staff members.

Document No. 447 61NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 14 March 1978 By: []~~CONFIDENTIAL~~

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